

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Department for Children and Families		9. Position Number K0204618	10. Budget Program Number 01114
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) State Auditor II	
3. Division Audit Services		12. Proposed Class Title	
4. Section		13. Allocation	
5. Unit		14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee		15. By Approved	
7. (Circle appropriate time) Full Time Perm Inter Part Time Temp %		16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8 AM/PM To: 5 AM/PM		17. Position Reviews Date: By:	

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

The auditor in this position works independently on audits, consulting and special projects as assigned by the Audit Manager or Lead Auditor, insuring the agency and its partners, contractors, grantees, etc. comply with policies and are doing business in an efficient and effective manner. This individual will be given more difficult audits to perform than someone in the Auditor I classification.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

This is a downward reallocation of the position due to reorganization within OACS. The MSA II classification is no longer being used.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Christopher S. Johnson	Title: Assistant Audit Director	Position Number: K0054462
Name: Same	Title:	Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The auditor in this position works on audits, consulting and special projects assigned by the Audit Manager or Lead Auditor. These audits include both financial and performance audits for the agency and may be conducted on DCF programs, partners, grantees, etc. Audit plans are approved by the Audit Manager or Lead Auditor. Works independently on assignments that do not require a team. Directions are given orally or in writing by the Audit Manager or Lead Auditor but the incumbent must be able to use his/her education, skills and training to make sound, professional conclusions and judgments

- d) Which statement best describes the result of error in action or decision of this employee.
- () Minimal property damage, minor injury, minor disruption of the work flow.
 - (x) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - () Major program failure, major property loss, or serious injury of incapacitation.
 - () Loss of life, disruption of operations of a major agency.

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21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)
What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E O R M
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1	20	E	<p><u>Planning.</u> For simple and moderately complex projects, and when assisting in more complex projects, identifies the scope of the assigned audit, review, evaluation, consulting or special project under the supervision of the Audit Manager or Lead Auditor. Helps develop research and work plans; helps develop measurable criteria used to test conformity with State and Federal regulations, established policies and procedures and in accordance with Generally Accepted Auditing/Accounting Practices; helps ascertain the level and type of research required to address the audit scope and provider compliance; helps identify data sources needed and available to complete the audit; and assists in establishing timelines for completion of each audit. Work is accomplished by having a working knowledge and understanding of auditing procedures, applied research methods, State and Federal regulations, and policies and procedures governing the entity or provider being audited. Review of work is completed by the Audit Manager, Senior or Lead Auditor for thoroughness of plan and its ability to achieve the desired objective.</p>
2	45	E	<p><u>Performing Audits, Reviews and Evaluations.</u> Conducts studies within the scope of the audit plan independently or with the assistance of other auditors within the unit; designs instruments and collects data related to the audit plan from the responsible persons with sufficient comprehensiveness, frequency and accuracy to permit reliable conclusions to be drawn within established time frames. Collects data through case reviews, surveys, observation, inspection of operational procedures or other means necessary to determine compliance or performance. Prepares and maintains working papers that are complete, concise, understandable and can be referenced, and contain sufficient information to support findings and conclusions. Performs quantitative and qualitative evaluation of data collected in order to draw conclusions about work related to audit objectives, which are complete, logical, clear and supported by evidence obtained or developed during the audit. Performs statistical analysis and develops tables, and other statistical products that will aid in the communication of results, if necessary. Material is to be accurate, supportable, and statistically accurate. Periodic progress reports are provided to the Audit Manager, Senior or Lead Auditor. Review of work is completed by the Audit Manager, Senior or Lead Auditor for completeness of information and reliability of results.</p>
3	10	E	<p><u>Consulting and Special Projects.</u> Based on the work plan, provides consulting services which requires facilitation with individuals or groups toward improvement of operational practices, procedures and activities, decision making and implementation. Provides professional expertise and direction in order to influence outcomes or reach common understandings, compromises or solutions to problems that have considerable impact on the agency's mission. Evaluates activities and makes recommendations to increase operating efficiency, adequacy of services and adherence to agency guidelines or state or federal regulations. Must conduct formal presentations or negotiate and persuade to settle issues. Performs special projects independently. Special projects include but are not limited to informing management of changes in policies and procedures needed because of new developments, preparing cost analyses and overviews of various agency programs. Projects are completed independently with periodic progress reports provided to the Audit Manager or Senior Auditor. Review of work is completed by the Audit Manager or Lead Auditor for completeness of information and reliability of results.</p>
4	20	E	<p><u>Communicating Results.</u> Based on results of the work plan, evaluation, and/or facilitation as required for the project, prepares a report that is clear, concise and easily understood by the audience who may include other State personnel and the general public. Reports must contain all the basic elements i.e., background, opinion, compliance statements, scope, findings, recommendations, and implementation steps as appropriate. Prepares memoranda and letters that respond to or ask questions about the work of the project. Drafts special reports as requested by management. All reports are in compliance with the report standards as set forth in applicable audit and consulting standards. Review of work is completed by the Audit Manager or Senior Auditor for completeness of information, reliability of results and clarity of report.</p>
5	5	M	<p><u>Miscellaneous.</u> Participates in training, conferences, staff meeting, Agency directed Work Teams, and other events. Performs other duties as assigned.</p>

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. Key Skills and Competencies

The individual in this position should have the following skills and competencies:

- Ability to complete moderate difficulty audits on own.
- Ability to lead simple to moderate difficulty audits.
- Ability to work independently on simple to moderate difficulty audits, making decisions and accepting responsibility for outcomes.
- Ability to work semi-independently on more complex audits, using judgment in determining when to make decisions on own or seek help if necessary.
- Ability to develop objectives, scope and audit plan in accordance with standards.
- Good working knowledge of controls and risk assessment at the audit level and ability to apply these skills.
- Ability to understand and apply audit standards.
- Good understanding of DCF, its organization and partners.
- Understanding and ability to use software products such as the DCF email software, MS Office and Teammate.
- Ability to problem solve and is able to determine ways to obtain information and perform audit steps.
- Possession of effective interpersonal communication and presentation skills.
- Ability to complete personal work with minimal errors and on time. Rework is limited.
- Ability to manage time effectively while completing several projects.
- Exhibits initiative during audit process (e.g., knows when to manager for further clarification or with ideas about how to achieve objectives) and also when it comes to office issues (e.g., training ideas, office process change, etc.)
- Understanding of what leadership means within DCF and the audit function and demonstration of leadership skills within the workteam and the office

23. List the consequences of not performing the essential functions of this position as identified in Section 21.

Errors in audits could result in (1) misinformation to Audit Committee and other agency managers who rely on the validity of the section's reports; (2) incorrect settlements on payments to providers or grantees for services purchased or programs funded by DCF; (3) delays in completing and issuing audit reports; (4) appeals of disputed audit findings; (5) the use of incorrect or inefficient accounting and control procedures by DCF, providers or grantees. Failure to effectively provide consulting services could result in inability of the agency to find solutions to barriers to achieving the agency mission, and major loss of public monies and services to the citizens of Kansas.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

SHARP Position Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

In auditing the person will contact employees or representatives of providers or grantees to obtain information about cost reporting, sales or lease transactions, facility census, and audit arrangements. The person also contacts DCF employees to obtain information relevant to an audit or discuss policies and accounting, program and internal control issues. As part of an audit they may contact CEO's, attorneys, CPAs, agency accountants, program staff, corporate officers, agency management staff and others. In consulting the person will have frequent contacts with managers and others inside and outside the agency.

25. What hazards, risks or discomforts exist on the job or in the work environment?

- Travel to and from audit and other work related sites throughout the State, which may require overnight travel.
- Sometimes the accommodations or work environment are not suitable.
- Stress from adversarial relationships that sometimes develop from tension with employees or representatives of auditees.
- Stress from participating in adversarial proceedings such as in group settings working on problem resolution and audit exit conferences or trials.
- Eye strain from the constant use of computers.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

The work requires routine daily use of PCs, copiers, fax machines, telephones.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

As stated in specifications.

28. SPECIAL REQUIREMENTS**A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).**

As stated in specifications.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.**C. List preferred education or experience that may be used to screen applicants.**

The best applicant will have a basic understanding of DCF programs and auditing, and experience in consulting, facilitation and leading groups. Certification (CIA, CPA, etc.) or willingness to obtain.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date